

RECREATION PROGRAM MANAGER (KIDS ON THE BLOCK)

FLSA Status – Exempt

EEO Code – B/Professional

Class Code – M260

GENERAL DESCRIPTION OF DUTIES

This position is responsible for managing the “Kids On The Block” Program, supervising staff and volunteers, working with sponsoring groups, representing the Program in various public forums, assisting in the “Mayor’s Ball” fund raising event, and partnering with community and state-wide organizations to plan and organize Program resources. Additionally, this position participates as a key member of the Parks and Recreation Department Management Team to define and execute the Department’s mission. The Recreation Program Manager is distinguished from the Recreation Program Supervisor because of the wide diversity of work situations, the high degree of complexity, and the responsibility for setting broad policies and objectives.

SUPERVISION RECEIVED

This position receives general supervision and direction from the Parks and Recreation Department Director.

SUPERVISION EXERCISED

This position provides direct supervision to paid staff and volunteers. For paid staff, this includes planning, assigning and reviewing work, effectively recommending hiring and other personnel actions, evaluating performance, taking disciplinary action, and resolving conflicts.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as required.

1. Supervises paid staff and volunteers. For paid staff, this includes hiring, training and orientation, assigning and reviewing work, evaluating performance, counseling, resolving conflicts, and effectively recommending personnel actions such as discipline. Conducts weekly staff meetings and evaluates program outcomes through various performance measures.
2. Plans, develops and implements the year-round “Kids On The Block” Program. Organizes and schedules special events and programs related to the needs of participants in the “Kids On The Block” Program. Sets goals for Program growth and improvement.
3. Works with other members of the Department’s Management Team to set goals, and to coordinate resources and programs to maximize service delivery in achieving Department goals.

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4. Provides support to the “Kids On The Block” Board of Directors in planning and producing the annual “Mayor’s Ball,” which is a key fundraising strategy for the Program. Provides administrative support for the Kids On The Block, Inc. President and Board members as requested.
5. Prepares annual budget for the “Kids On The Block Program and monitors budget activity.
6. Develops and implements public relations strategies to promote the “Kids On The Block Program, provide public presentations regarding Program activities, and designs and produces all promotional materials.
7. Purchases all Program supplies and inventory.
8. Partners with other organizations and School District administrators to coordinate the use of facilities and develop programs or services which benefit neighborhood participants.
9. Publishes annual report for the “Kids On The Block” Program.
10. Performs work in compliance with federal, state and City employment laws, rules and regulations.

OTHER JOB FUNCTIONS

Performs back-up coverage of the front desk at the Community Center.

Maintains professional currency by attending conferences and seminars, and meeting with others involved in recreation and enrichment programs for youth.

Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Recreation and enrichment programs for youth;
- Trends and issues related to recreation programs and specifically to youth programs;
- Public relations strategies and program marketing techniques;
- Principles and practices of program management and evaluation;
- Principles and practices of effective supervision for paid staff and volunteers;

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- Principles and practices of fund raising;
- Desk to publishing and graphics programs; and
- Government budgeting and financial management.

Skill in:

- Supervising paid staff and volunteers;
- Communicating effectively with diverse populations;
- Planning, implementing and evaluating programs and services;
- Making public presentations and using other media to promote Program goals;
- Collaborating with other members of the management team and other agencies providing services to youth; and
- Using a personal computer.

Ability to:

- Develop policies and procedures;
- Work independently; and
- Run effective meetings.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential job functions is qualifying. A typical way to qualify includes a Bachelor's degree in parks and recreation management, including college coursework in child/adolescent development, and five years experience in program management and personnel supervision.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage in teamwork and customer service, use creativity, be fluent in English, provide training and supervision, analyze problems, use discretion, use independent judgment to take independent action, and defuse angry customers. Standing, walking, and reaching are occasionally required. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

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WORKING CONDITIONS

The majority of the work is conducted at the Community Center and various school sites where the “Kids On The Block” programs are conducted. The noise level is typical of a school environment. Ensuring the safety of others, evening meetings, and on-call work is required.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 12/99

Revised: 05/01